



Trivett Hicks

www.trivett-hicks.com

ESTABLISHED 1988

ESTABLISHED LETTINGS AND PROPERTY MANAGEMENT

LANDLORD PACK

Directors – Jason Hicks MNAEA, Jeremy Trivett

Lettings Manager – Kim Scott

Accounts Executive – Fionna Husbands

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The demand for property in the rented sector is greater now than it has been for decades and more and more people are prepared to be tenants rather than purchasers, largely due to the financial constraints of purchasing property. If you own a second property, or are thinking of becoming tenants yourself and renting out your home, we can help guide you through the process and ensure that your letting complies with current legislation, such as Tenant Deposit Protection. For an informal, free discussion, without obligation, please call our office.

Trivett Hicks offers a range of services, tailored to your needs as the Landlord. Our comprehensive services include **Full Management**, **Part Management** and a **Tenant Finding Service**.

WHY ARE WE DIFFERENT?

A wealth of knowledge and more than 30 years experience

Presentation of your property on A4 full colour particulars rather than a general list, which can often be out of date.

Genuine 24-hour emergency number to tenants and landlords...not an answer phone.... not a closed door.... but a real person!!

Prominent high street offices

Accompanied viewings - 7 days a week

Personal experience as we have been both landlords and tenants ourselves

Periodic inspections with a report to the landlord for piece of mind

No withdrawal fees

Member of the National Association of Estate Agents, Association of Residential Letting Agents and The Property Ombudsman

Independent company with a professional and friendly approach to letting your property

Deposit Protection Service

WHAT DO OUR SERVICES INCLUDE?

(√ - Included at NO additional cost)

(Ø - Available at an additional cost)

SERVICE	TENANT FINDING	PART MANAGED	FULL MANAGED
Valuation, advice and legal obligations	√	√	√
Marketing of property including advertising, full particulars and mailing out	√	√	√
Arranging/accompanying viewings	√	√	√
Collection of Reservation Fee	√	√	√
Organising references and credit checks	√	√	√
Collection of first months rent and deposit	√	√	√
Preparation of Tenancy Agreement	Ø	Ø	Ø
Schedule of Condition, Meter readings, Inventory	Ø	Ø	Ø
Signing of documentation	√	√	√
Deposit held in accordance with Tenancy Deposit Scheme Regulations		√	√
Keys released	√	√	√
Notification to the utility companies of new tenants details	Ø	√	√
Organising a renewal of Landlord Gas Safety Certificate	Ø	Ø	√
Re-value and implement rent reviews	Ø	Ø	√
Collection of rent		√	√
Landlord Rent Guarantee	Ø	Ø	Ø
Chasing rent arrears		√	√
Payment of rent to landlord by bank transfer		√	√
Monthly statements		√	√
Day to day property management			√
Inspection visits with report to the landlord	Ø	Ø	√
Obtaining quotes and organising works			√
Notification to landlord of works required			√
Monitoring specific repair work			√
Settlement of invoices making deductions from rent			√
Accepting and dealing with tenants notice		√	√
Advice to landlord regarding possession			√
Preparing and serving appropriate Housing Act notices	Ø	Ø	√
Organising and carrying out a vacation inspection	Ø	Ø	√
Negotiating deductions from the deposit and re-inspections if required		Ø	√
Organising repairs and cleaning			√
Return of deposit		√	√
Emergency 24 hour, on call lettings negotiator available to landlord and tenant			√

HOW MUCH DOES IT COST?

Full Management	12% of the monthly rent plus VAT (This equates to 14.4%) plus set up fee of £200.00 plus VAT (this equates to £240.00)
Part Management	8% of the monthly rent plus VAT (This equates to 9.6%) plus set up fee of £200.00 plus VAT (this equates to £240.00)
Tenant Finding	75% of the first month's rent plus VAT (This equates to 90%) plus set up fee of £200.00 plus VAT (this equates to £240.00)

(Fee Promise: If you are offered a cheaper fee elsewhere, please let us know, we will do our best to match that fee.)

Tenancy Agreement £80.00 Plus VAT (This equates to £96.00)

Deposit Registration £30.00 Plus VAT (This equates to £36.00)
(for non-managed properties)

Energy Performance Certificate £100.00 plus VAT (This equates to £120.00)

Gas Safety Certificate £85.00 plus VAT (this equates to £102.00)

Schedule of Condition – A comprehensive document detailing the condition of the property with meter readings and photographs

Studio	£60.00 plus VAT
1 bedroom	£85.00 plus VAT
2 bedroom	£110.00 plus VAT
3 bedroom	£145.00 plus VAT
4 bedroom	£170.00 plus VAT
5 bedroom plus	£195.00 plus VAT

Inventory – *if the property is part/fully furnished* – an additional fee of £75.00 (this equates to £90.00)

Rent Guarantee From £255.00 for 12 month cover

Additional Work £75.00 per hour, plus VAT (minimum charge 1 hour)